



## CERTIFICATION APPLICATION

**Please select the level of certification for which you are applying (select only one).**

- Certified Texas School Business Specialist (CTSBS)
  
- Certified Texas School Business Official (CTSBO)
  
- Registered Texas School Business Administrator (RTSBA)

**Please read and complete each section fully and accurately.**

Send completed application and documentation to:

**Mail:** TASBO – Certification Department  
 5920 W William Cannon Dr, Bldg 1, Suite 200  
 Austin, Texas 78749

**Email:** [cert@tasbo.org](mailto:cert@tasbo.org)

TASBO membership is not a requirement. Additional information on program requirements, policies, and procedures is available in the TASBO Certification Manual and at [www.tasbo.org/certification](http://www.tasbo.org/certification). For further assistance, contact TASBO at 512-462-1711.

### APPLICATION CHECKLIST

<input type="checkbox"/> <b>Section 1: Applicant Information</b> I have completed all applicant and payment information.	<input type="checkbox"/> <b>Section 4: Course Requirements</b> I have completed the course requirements for the level of certification for which I am applying.
<input type="checkbox"/> <b>Section 2: TASBO Candidate Agreement and Code of Ethics.</b> I have pledged to uphold the TASBO Code of Ethics and Standards of Conduct and have signed to indicate my acceptance.	<input type="checkbox"/> <b>Section 5: Bachelor’s Degree (Only if applying for the RTSBA)</b> I have a bachelor’s degree from an accredited institution of higher learning, and have included or requested an official transcript.
<input type="checkbox"/> <b>Section 3: Qualifying Employment Experience</b> I am currently employed in a school district in a business or operations capacity, and I have met the experience set forth for the level of certification for which I am applying. My job description and service record are included with this application.	<input type="checkbox"/> <b>Section 6: Letter of Recommendation</b> A letter of recommendation from my supervisor is included with this application, or will be sent under separate cover.



**SECTION 1**

**APPLICANT INFORMATION**

Applicant Name (as it should appear on certificate) \_\_\_\_\_

Title of Present Position \_\_\_\_\_

Organization \_\_\_\_\_

Email \_\_\_\_\_ Business Telephone \_\_\_\_\_

Address to Mail Certificate \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**APPLICATION FEES**

**Payment must accompany the application.**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> CTSBS (Certified Texas School Business Specialist)     | \$60—TASBO Member<br>\$195—Nonmember  |
| <input type="checkbox"/> CTSBO (Certified Texas School Business Official)       | \$75—TASBO Member<br>\$210—Nonmember  |
| <input type="checkbox"/> RTSBA (Registered Texas School Business Administrator) | \$100—TASBO Member<br>\$235—Nonmember |

**Do NOT email credit card number – if emailing application, TASBO Accounting will contact you for credit card number**

Payment type

- Check enclosed (payable to TASBO)     Visa     MasterCard     American Express

Cardholder Name \_\_\_\_\_

Credit Card Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_ ZIP Code of Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

- Please send me a receipt.



**SECTION 2**

**TASBO CANDIDATE AGREEMENT**

I certify that, to the best of my knowledge, the information on this certification application is true, complete, and accurate. I authorize TASBO to verify the accuracy of any information contained in, or supplied in support of the application from any person(s) having knowledge of such information. I understand that violation of the TASBO Certification Code of Ethics and Standards of Conduct may be grounds for disciplinary action and possible denial or revocation of certification. I recognize certification, once granted, may be revoked at any time if it is established that information provided for certification or for recertification is not accurate and/or complete; if I engage in illegal or inappropriate conduct once certification is conferred; or if I violate the TASBO Code of Ethics and Standard of Conduct.

I understand that I must notify TASBO in writing to the Executive Director or Board President of the occurrence of any of the following events within 30 days of the date certificate holder has knowledge of these events:

- the conviction or imposition of deferred adjudication of the licensee or certificate holder of any of the following:
  - a felony;
  - a crime of moral turpitude;
- As used in this section, a conviction includes the initial plea, verdict, or finding of guilt, plea of no contest, or pronouncement of sentence by a trial court even though that conviction may not be final or sentence may not be actually imposed until all appeals are exhausted.

Should my certification be revoked or suspended for any reason, I understand that I must immediately cease using the TASBO credentials.

By my signature below and on the following page, I attest that I will maintain my certification as required and uphold the TASBO Code of Ethics and Standard of Conduct.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



**SECTION 2 cont'd.**

**TASBO CODE OF ETHICS**

Certified individuals subscribe to the following statements of ethics and standards of conduct.

**The Texas School Business Official:**

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern their activities.
4. Implements to the best of their ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of their position for personal gain through influence politically, socially, or economically.
6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Earns academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.
9. Honors the public trust.

**TASBO Standards of Conduct**

In relationships within the school district it is expected that the School Business Official will:

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the School Business Official will:

1. Conduct business honestly, openly and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts and professional associations, it is expected that the School Business Official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.
6. Abide by applicable TASBO policies, including the Harassment Policy 1651, and act professionally when representing TASBO or participating in any TASBO functions or activities.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



**SECTION 3**

**QUALIFYING EMPLOYMENT EXPERIENCE**

Qualifying employment experience is defined as currently working in a Texas public or non-public school or qualifying organization in a business and/or operations capacity at the time application for certification is filed and approved. Additionally, depending on which designation is being sought, additional employment experience must be met as follows.

- Certified Texas School Business Specialist (CTSBS)** – Two years of school business and/or operations experience with at least one year of experience in a Texas public school.
  
- Certified Texas School Business Official (CTSBO)** – Three years of school business and/or operations experience with at least one year of experience in a Texas public school.
  
- Registered Texas School Business Administrator (RTSBA)** – Five years of school business and/or operations experience with at least one year of experience in a Texas public school.

**SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION**

- Current job description**

**AND**

- Official Texas Service Record**

## SECTION 4

## COURSE REQUIREMENTS

The course requirements must be met prior to applying for the level of certification.

 **Certified Texas School Business Specialist (CTSBS)**

1. A minimum of **seven** courses must be completed.
2. **Four courses** must be taken from **one area** of specialization in the TASBO curriculum. Management is not an area of specialization.
3. The remaining three courses must include **MGT307: Business Ethics** and **two** courses from any of the TASBO curriculum.

 **Certified Texas School Business Official (CTSBO)**

1. A minimum of **ten** courses must be completed.
2. **Three courses** must be taken from each of **three different areas** of specialization in the TASBO curriculum (total of nine courses). Management is not an area of specialization.
3. The remaining course must be **MGT307: Business Ethics**.

 **Registered Texas School Business Administrator (RTSBA)**

1. A minimum of **fifteen** courses must be completed.
2. The following **eight** specific courses must be completed.
  - a. MGT 301: Functions and Duties of School Business Administrator
  - b. MGT 303: Approaches to Management and Leadership
  - c. MGT 306: Board Policies and Administrative Procedures
  - d. MGT 307: Business Ethics
  - e. MGT 308: Effective Communications or MGT 320: Effective Advocacy – Navigating the Political Process
  - f. MGT 309: Business Administration and the Law
  - g. MGT 310: Long-Range Planning or MGT 321: Managing for Performance Excellence
  - h. MGT 317: Financial Essentials or MGT 318: Advanced Financial Concepts
3. **Seven** additional courses from any of the TASBO curriculum must be completed.
4. A minimum of **three** courses must be taken in a classroom setting.

 **Reinstatement of Revoked Certification**

A certification revoked for failure to meet continuing education requirements may be reinstated if all delinquent continuing education hours were completed, and a new application is submitted with all supporting documents and application fee within three years of the date the certification was revoked.



**SECTION 5  
BACHELOR'S DEGREE REQUIREMENT**

- Certified Texas School Business Specialist (CTSBS)** – This section does not apply.
  
- Certified Texas School Business Official (CTSBO)** – This section does not apply.
  
- Registered Texas School Business Administrator (RTSBA)** – A bachelor's degree from an accredited college or university is required.

Institution \_\_\_\_\_

City, State \_\_\_\_\_

Year Degree Received \_\_\_\_\_

If earned under a different name, list name \_\_\_\_\_

**SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION**

- An official college transcript**

The transcript may be included with the application, mailed by the institution under separate cover to the address on the first page of the application, or emailed directly from the institution (or transcript fulfillment service used by the institution) to the email address on the first page of the application.

A notarized copy of an official transcript (typically on colored paper or containing a raised seal; not a copy of a copy) may be sent from the applicant, with a statement certifying that is a true and accurate copy of an original transcript.



**SECTION 6**

**LETTER OF RECOMMENDATION**

My supervising administrator will write a letter concerning my integrity, character, and competence as a school business professional, as he/she honestly evaluated me.

**SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION**

**Letter of Recommendation**

The letter of recommendation may be included with the application, or emailed or mailed under separate cover to the address on the first page of the application.

**For Texas Association of School Business Officials Use ONLY**

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_